



OFFICE OF THE
WATER DEPARTMENT
TOWN HALL, 511 MAIN STREET
DUNSTABLE, MA 01827-1313
(978) 649-4514 FAX (978) 649-8893
waterdept@dunstable-ma.gov

Water Department Minutes
Tuesday, November 17, 2015

Approved: December 1, 2015

Meeting was called to order by Chairman Bryant Conant at 6:00pm.
Members present: Mark Cullen and Bob Gamache
Meeting held: At the Dunstable Town Hall, 511 Main Street, lower level

Meeting Minutes of October 27, 2015

Bob made a motion to approve, as submitted, the minutes of the October 27th meeting.
Bryan 2nd the motion. . Motion passed unanimously.

Review and Sign Monthly Bills and Payroll

Invoices were reviewed and signed by the Board. Payroll slips for the water employee and secretary were signed.

Review Breakdown of Finances for FY2016

The Board reviewed the fiscal year 2016 financial report.

Update on Money Owed to the Water Department

\$477.40 is currently outstanding.

Matt Raymond – Pleasant Street – New Customer

Mr. Raymond asked to speak with the Board regarding the system development fee to tie into town water. Currently the fee is \$4,000. Mr. Raymond said he believes that the fee is too high. The Board had done some research and the cost is in line with surrounding towns. Mr. Raymond told members that he wasn't interested in tying into the town water at that cost.

Note: After Mr. Raymond left the meeting, the Board discussed possibly reducing the system development fee for a limited time if the water storage tank project is passed at the Annual Town Meeting.

Yearly Acknowledgement of Receipt for Conflict of Interest

Members signed that they received the Conflict of Interest information from the Town Clerk.

11 Pleasant Street – Meter Replacement

No update



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Fall Meter Readings

The Secretary told members that the water bills were mailed to customers on Monday, November 16th.

Emergency Plan and Water Project Update

The Board asked the Secretary to send to the Department of Environmental Protection the new hydro-pneumatic section of our Emergency plan.

There will be a meeting with the Town Forest Committee scheduled for December to discuss a storage tank on Town Forest property on Groton Street.

Additional Topics Discussed Not Noted on the Agenda

Annual Freeze Letter

The Secretary told the Board that she sent out, on November 5th, the annual letter to those customers that have experienced frozen pipes on Pleasant Street. This letter explains that during really cold spells, they should let their faucets drip in order to avoid a problem with their pipes. At their request, the Water Department would give them a credit on their spring water bill.

Water Block

Mark mentioned that it may be a good idea to spend the \$2,500 for a water block.

Bob made a motion to close the meeting at 6:32pm. Mark 2nd the motion. - Motion passed unanimously.

Respectfully submitted,

Cheryl A. Mann
Secretary Dunstable Water Department